

Using the iLecture Management Tool

The [iLecture Management Tool](#) (which replaced the iLecture booking form) has been developed by Curtin to assist staff with common tasks associated with using the iLecture system. It augments the [Echo360 Media Manager](#), which is part of the Echo360 product itself.

The [Managing iLecture Recordings](#) section at the end of this document provides guidance on what tasks can be performed using the different iLecture components.

The iLecture Management Tool allows you to:

- [Add a new iLecture unit to your unit list](#)
- [Provide another person with access to one of your iLecture units](#)
- [Book an automatic iLecture recording or series of recordings](#)
- [Modify an iLecture unit or view scheduled iLecture recordings](#)

Did you know that you can use Echo360 Personal Capture to make recordings in your office and easily publish to Blackboard?



Step by Step with the iLecture Management Tool

The iLecture Management Tool can be accessed from the iLecture section of the CTL website or directly at: <https://webforms.curtin.edu.au/ilecture/>

Log into the [iLecture Management Tool](#) using your Curtin Staff ID and password.

After logging in, you will be presented with the available options. Some of the options require that you select the associated iLecture unit before clicking Next.

Note that the naming convention for the iLecture units begins with the study period, i.e. 2012SEM1, followed by the Unit ID (or unit code), which is typically followed by LR. Some iLecture units may use ONGOING as the study period where the associated iLecture recordings aren't specifically aligned to just one study period.

ILECTURES

User Login

You need to log in to access this area. Please supply your Curtin network credentials.

Curtin ID:

Password:

Request Type

What do you want to do?

- Add a new iLecture unit to your unit list
- Provide access to an iLecture unit from your unit list for a new user
- Book an automatic iLecture recording or series of recordings
- Modify an iLecture unit or view scheduled iLecture recordings

Please select an iLecture unit

Using the iLecture Management Tool

Add a new iLecture unit to your unit list

Use this option to **create** a new iLecture unit or to **gain access** to an existing iLecture unit. Please note that for most study period units, it is necessary to create a new iLecture unit for each study period (Term), as iLecture recordings are grouped in this way for archiving purposes.

Add Unit

Is this an academic unit?

Yes

No

Unit ID

Term

2012SEM2 (16/07/2012 - 12/10/2012)
▾

Back
Next

If the recordings are for an academic unit, then choose **Yes**. For academic units, you will be asked for the Unit ID.

If the recordings are to appear in a separate unit without a specific Curtin Academic Unit ID, then choose **No**. You will be asked for a suitable Unit Name.

Choose the **Term** (academic study period) or another appropriate term period for the unit.

- Choose a specific semester for ordinary teaching units, e.g. 2012SEM2.
- Choose a specific year for units that don't align with the two main semesters, but are contained within the calendar year, e.g. 2012YEAR
- Choose ONGOING for units that don't align with a particular calendar year.

If the iLecture unit already exists in the selected Term, you will be given access to that iLecture unit. Otherwise a new instance of the unit will be created for the selected Term.

Refer to the section on [Modifying an iLecture unit](#) for guidelines on defining the options for a newly created iLecture unit.

Provide access to an iLecture unit from your unit list for a new user

Use this option to provide another person with *instructor-level* access to an iLecture unit. You can also use this option to create a generic group user and provide this user with access to the iLecture unit.

Request Type

What do you want to do?

Add a new iLecture unit to your unit list

Provide access to an iLecture unit from your unit list for a new user

Book an automatic iLecture recording or series of recordings

Modify an iLecture unit or view scheduled iLecture recordings

Please select an iLecture unit

2012SEM1_12345_LR
▾

Unit Contact Details

Staff ID, Student ID or username

First name

Last name

Email

Submit

To provide a staff member with access to your iLecture unit:

- Enter the **Staff ID** and leave the rest of the field blank. The system will perform a look-up and auto-complete the rest of the user details.
- Click **Submit**.

To create a generic user group:

- Enter a suitable group name into the username field, eg. Ed101g1 for Education 101 Group 1.
- Enter the group name into the First name field, eg. Ed101g1.
- Enter Group into the Last name field.
- Enter a suitable email address for the group. This should be a real email address as the user's password will be sent to this address. Please note that the Email field must be unique within the system.
- Click **Submit**.

Using the iLecture Management Tool

Book an automatic iLecture recording or series of recordings

Use this option to make a new booking to record a session or a series of sessions in an automated iLecture venue.

iLecture Schedule Booking

Unit Name
2012SEM2_10830_LR_A

Current Schedules

Venue	Start Date	End Date	Start Time	End Time	Reoccurring?	Day
405.201	16/07/2012	12/10/2012	10:00:00 AM	11:25:00 AM	Yes	F
210.101	16/07/2012	12/10/2012	07:00:00 PM	08:25:00 PM	Yes	Tr

Venue
Choose... ▾

Product Group
Screen Only - PowerPoint [Streaming and Download] ▾

Start Date
16/07/2012

Start Time

Duration

Are you making a regular or one-off booking?
 One-off recording (e.g. event or seminar)
 Regularly scheduled recordings (e.g. weekly lectures)

Presenter(s)
 Michael Fardon
 Meika Atkins
 Adam Britten
 Michael Wu
 David McGarvie
 Ashley Aitken
 Staff Presenter

Do you wish to make the presentation available immediately after processing?
 Yes
 No

Please refer to the in-page tools tips for more detailed information about each of the options.

The top of this page displays all of your active iLecture recording schedules. Please check these before creating a new schedule.

Venue defines the location where the lecture is scheduled. Note that you must already have booked the room itself through Room Bookings, managed by the Class Management Office. Refer to <http://roombookings.curtin.edu.au>.

Product Group defines what you wish to capture. This can usually be left as the default value.

Start Date defines the date of the lecture, or the first lecture in the case of a lecture series.

Start Time defines the time the lecture is scheduled to begin.

Duration defines the length of the recording. Please allow at least a 5 minute break at the end of your recording so it doesn't overlap the next lecture, e.g. set duration to 55 minutes instead of 1 hour if you have a 1 hour time slot.

Regular or One-off Booking defines whether the booking is for a single event or a series of lectures. Refer to additional options below for regularly scheduled recordings.

Presenter(s) defines which unit contacts will be presenting during the lecture(s).

Available Immediately defines whether the iLecture recording will be immediately available to students after it has been processed.

Regularly scheduled recordings (e.g. weekly lectures)

End Date
12/10/2012

Please select the day(s) of the week for this lecture series
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Excluded Dates 1

Exclusion Start Date
27/08/2012

Exclusion End Date
31/08/2012

The following options apply only to regularly scheduled recordings.

End Date defines when the series of lectures concludes.

Days of Week defines the days of the week when the lectures occur.

Excluded Dates defines whether there are weeks or individual days during the lecture series where lectures are skipped, ie. mid-semester break.

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Modify an iLecture unit or view scheduled iLecture recordings

Use this option to update the details for an iLecture unit, including setting the way in which iLecture recordings are published to Blackboard. You can also view all iLecture recordings that have been scheduled in automated iLecture venues for the unit.

Modify iLecture Unit

Unit Name
2012SEM2_10830_LR_A

Current Schedules

Venue	Start Date	End Date	Start Time	End Time	Reoccurring?
405.201	16/07/2012	12/10/2012	10:00:00 AM	11:25:00 AM	Yes
210.101	16/07/2012	12/10/2012	07:00:00 PM	08:25:00 PM	Yes

Authentication Type
Oasis Authentication

Preferred Product Group
Screen and Video – PowerPoint [Streaming and Download]

Show Podcast Link?
 Yes
 No

Discussion
 Yes
 No

Automatically Publish to Blackboard
 Yes
 No

Preferred Blackboard Publishing Method
Both

Blackboard Course ID
CBS-InfoSysSc-192812

Closed caption request
 Yes
 No

Special Retention Consideration for Recordings
 Yes
 No

Please refer to the in-page tools tips for more detailed information about each of the options.

The top of this page displays all active iLecture recording schedules. You should always confirm these are correct and contact iLecture support if amendments or additions are required.

Authentication Type defines how recordings can be accessed. This can usually be left as Oasis Authentication.

Preferred Product Group defines what you wish to capture for this recording or series of recordings.. This can usually be left as the default value.

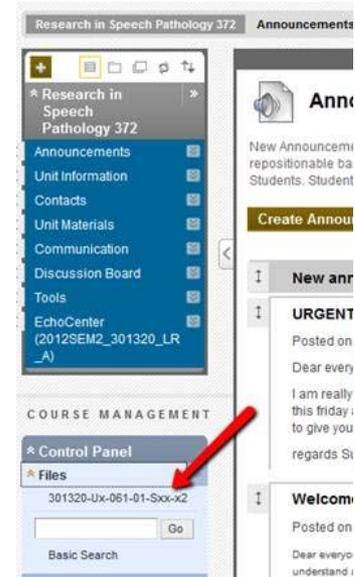
Show Podcast Link defines whether your students will be able to subscribe to a podcast feed for the iLecture unit to access the iLectures. This can usually be left as Yes.

Discussion defines whether students are provided with the feature to engage in discussion around the iLecture recording within the EchoPlayer. Note that this is different to the discussion boards in Blackboard.

Automatically Publish to Blackboard defines whether the iLecture recordings will be automatically published to Blackboard.

There are two publishing options that are available. Refer to the [Getting your iLectures into Blackboard](#) guide for further information.

The associated Blackboard Course ID(s) must be entered. The Blackboard Course ID is found in **Blackboard** under the Control Panel >Files area. Ensure you copy the entire ID, eg. 311353—CBS—1732893031.



Closed Caption Request defines whether there is a requirement for the audio from your iLecture recording to be transcribed for the purpose of providing closed captions. Note that this is an **optional paid service**. If you choose Yes, the iLecture support team will be notified and will contact you to discuss your requirements.

Special Retention Consideration for Recordings defines whether your iLecture recordings should be exempt from the standard archival and deletion policy for iLecture recordings. All iLecture recordings will normally be retained for one year after the calendar year in which it was recorded. The standard practice will be to delete these recordings after that period, ie. ordinary lectures recorded in semester 2, 2012 will be deleted at the beginning of 2014. If you choose Yes, the iLecture support team will be notified and will contact you to discuss your requirements.

Using the iLecture Management Tool

Managing iLecture Recordings

Curtin's iLecture system incorporates a few different tools to help you with managing your iLecture recording. It can sometimes be difficult to know what to do where, so the following table contains a list of tasks you may want to achieve and which tool you need to use.

Support	Where
I want to seek support from the iLecture support staff	Support Request Form
Set-up	
I want to add a new unit to my list of iLecture units	iLecture Management Tool
I want to provide other staff or external users with access to my iLecture unit	iLecture Management Tool
I want to make a booking for the recording of my lectures	iLecture Management Tool
I want to configure how my iLecture recordings are published to my Blackboard unit	iLecture Management Tool
I want to set my preference for how students can access my iLecture recordings (Public Access, Blackboard Only)	iLecture Management Tool
I want to allow my students to engage in discussion around my iLecture recordings	iLecture Management Tool
I want to "opt-out" of the recording of my lectures	Support Request Form
Managing recordings	
I want to view my iLecture recordings	Echo360 Media Manager
I want to modify the speaker and description for my lectures	Echo360 Media Manager
I want to edit one of my iLecture recordings	Echo360 Media Manager
I want to reuse a small section of one of my iLecture recordings	Echo360 Media Manager
I want to download the EchoPlayer version of my iLecture recordings	Echo360 Media Manager
I want to upload an existing audio or video file	Echo360 Media Manager
I want to capture a new recording from my own computer	Echo360 Personal Capture (PCAP)
I want to see how my students are using my iLecture recordings	EchoCenter
I want to reply to a student discussion posting or delete a student discussion posting	EchoPlayer